

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A regular meeting of the Brown County Library Board was held on February 21, 2019 at 5:15 p.m. at the Brown County Ashwaubenon Branch Library, 1060 Orlando Drive, Green Bay, WI

**PRESENT:** JOHN VAN DYCK, ANNETTE AUBINGER, MARISSA MELI (5:55pm), KATHY PLETCHER, HECTOR RODRIGUEZ, DAVID RUNNING, STEVE TERRIEN (arrived at 5:52 pm) and JOHN VANDER LEESE

**EXCUSED:** KAYLA JACOBSON

**ALSO PRESENT:** Sarah Sugden, Curt Beyler, Linda Chosa, Sue Lagerman, Emily Rogers, and Karla Giraldez (staff); Alex Tran (County Board Supervisor); and Garritt Bader (Rise & Grind).

**CALL TO ORDER** President Van Dyck called the meeting to order at 5:23 p.m.

**APPROVE/MODIFY AGENDA AND MINUTES** Motion by Running, seconded by Rodriguez, to approve the agenda and minutes. Motion carried.

**Motion** by Pletcher, seconded by Meli, to suspend the rules for Garritt Bader to have the floor. Motion carried. Garritt reported that business is going well on the third floor – largely good. An item of concern is that for several months, the most western elevator shuts down because the outside door does not close all the way. The other elevator also shuts down. Recently when this happened, staff and customers were stuck on the third floor. Bader would like a resolution for uninterrupted business to occur. There is a back elevator and fire escape stairwells. While they are not for general public use and somewhat inconvenient. Bader would like some degree of expectation to know when the door will be fixed. He has withheld the February rent payment because of this issue.

Beyler reported that four service calls were made since September 2018. Otis' Service Manager's opinion is that it is not an ongoing situation. Otis elevator has a service contract for the county. Van Dyck suggested that maybe someone from the county call to request the opinion of a mechanic for the elevator situation overall. To employ the option of the emergency exit staircases doors would have to be changed for regular use. Otis needs to make this a priority before something happens. Sugden asked for written documentation of times when there problems so the library can respond appropriately. An update on the elevators will be included on the March agenda.

**Motion** by Running, seconded by Pletcher, to return to the regular business of the agenda. Motion carried.

### COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC

**Presentation by Ashwaubenon Branch Manager** Karl Giraldez introduced herself to the board and gave an overview of time at the library – she worked at the East Branch for 10 years; the Southwest Branch for four years and most recently at the Ashwaubenon for five years. The Ashwaubenon Branch large print, new and adult fiction collections circulate very well. The branch is 5<sup>th</sup> in the system for checkouts and people visits have increased 6.1%. The new furniture has been a big improvement for the branch, making it more attractive and airier. She is proud that customers raised the funds to purchase the furniture (via a matching grant). The branch also has new landscaping, lights and gutters.

Children are a big bulk of their service population as are seniors. There is a large after-school crowd since the library is within walking distance from the elementary, middle and high school. Diverse populations served include eastern Indian families. There is a regular Internet crowd and they are happy the branch opens at 9 am. Attendance at storytime fluctuates between 20 and 50. Friday storytimes are popular since the Ashwaubenon Branch is the only location that has a Friday offering. Upcoming programs include a performance by guitarist Gladius coupled with related guitar programs; third annual fish boil; and the mascot reveal for the Green Bay Booyah baseball team.

Three book groups are offered ABC Readers (about 20 women); a fairly new book club for men that reads non-fiction, war books, and true crime; and another book club that takes place at the Ashwaubenon Community Center. The library collaborates with the Ashwaubenon Historical Society, the Lions and Lioness clubs, Gnome Games and now the Green Bay Booyah.

Challenges the branch faces include the large number of after-school kids that fill up the library; competition for Internet use; lack of private study rooms; small meeting room; not enough handicap parking spaces; and confusion about steps as the only access to the building.

Van Dyck asked what keeps the branch down on checkouts. Giraldez commented that the branch shares customers with the Southwest Branch. She feels that number could improve if there was more space for all visitors, displays and programs. Sugden noted the overall increase in circulation of e-books and other e-media but we do not know who is borrowing them. Rodriguez was interested to know what kids are reading and if there are efforts to attract minorities. Karla replied that outreach has been made to the eastern Indian community and she is working on finding out what the community wants and not guessing making assumptions. Rodriguez noted that some groups are intimidated by the library and a habit of use has to be developed. It is a community problem and diverse groups, in particular, are not in the habit of using the library.

Aubinger commented that if there was a bigger programming space, more might attend more programs. Aubinger asked if the schools have been surveyed about their needs. Giraldez believes connections and relationships are being built. Supervisor Tran commented that Barnes and Noble is also a competitor. Van Dyck asked Giraldez what she would do with a bigger building – what would the library gain. If the building had twice the space more staff would be needed. Quiet workspaces (Think Tanks) are a definite need as is a bigger area for children with more separation from adults. A bigger space would allow the branch to do a better job of reaching out to the business community and supporting entrepreneurs and small business. Aubinger noted her desire for more parking. Pletcher commented that many libraries provide spaces to support entrepreneurs including video conference rooms, etc. Aubinger indicated that Microsoft, a partner in Titledown Tech, might want more library resources. Vander Leest asked if the current location is a good location. Customers like it; it is a good distance from Lambeau Field and within walking distance from schools. Tran stated that Ashwaubenon is not diverse but Giraldez noted that the after-school crowds are diverse including African-Americans, Hispanic and Asian students (a possible result of school choice). Rodriguez indicated that pockets of minorities in high school feel isolated and it is important to help integrate them into the community.

#### LIBRARY BUSINESS

APPROVE FINANCIAL, AND GIFTS, GRANTS, AND DONATION REPORTS Chosa reported that the financial books are not closed so there is not a financial or donations report to share.

#### FACILITIES REPORT

Beyler reported that the carpeting replacement project in the lower level at the Kress Family Branch is complete; and a bookmobile exhaust evacuation system was installed in the garage at Central. The cleaning out of a Central storage room containing old furniture is underway with contents being taken to Habitat for Humanity, St. Vincent De Paul, or are being recycled or disposed of. Terrien asked about the plan for the cleared space. Sugden answered that there is some discussion with the county to use space to store county records. Terrien recommended checking building codes on storage use. Running suggested a tour of the area. Vander Leest suggested that other locations might be storing things they do not need. Running asked if snow and ice maintenance is an overload on staff. Beyler replied that some newer and additional equipment would be helpful. To manage weather-related conditions, staff comes in early and stays late and this does present some challenges.

#### PERSONNEL UPDATE

Rogers reported that a part-time maintenance worker is being finalized for evenings and Sundays. Recently filled positions include a part-time Library Associate at the Ashwaubenon Branch and a full-time Library Associate at Central. An opening for a clerk at Ashwaubenon is posted. Updates to job descriptions started a year ago or so and the goal is to have them finished by July. Staff Development Day focused on diversity and inclusivity with training for staff on an inclusive workplace by Bob Van Schyndel, from NWTC. The afternoon reflected on the library's initiatives in this area. A training checklist for clerks is nearly complete. Ryan Dowd homelessness training is being reviewed by managers and will be opened up to all staff. Safety, dealing with difficult situations and updated violation reporting are all areas being worked on with staff. Karla Giraldez was trained through Vital Smarts on Crucial Conversations and she will be training all staff on having difficult conversations. This training will be completed by the end of summer.

COMMUNICATIONS/PROGRAMMING UPDATE Lagerman noted that Youth Services staff had a booth at the recent Einstein Expo and interacted with over 500 kids using a STEM project. The live, original music series, Stack and Steeples is under way and continues through March 10. A variety of genres are being performed and are attracting a number of people to the library. The Genealogy 101 10 week series –continues through March 20. Local experts lead its bonus programs. On March 13 Fintan Mullan and Gillian Hunt from the Ulster Historical Society in Belfast present at the library, as part of their 2019 USA tour, on "Researching Your Irish Ancestors." The Friends Annual Meeting is scheduled for Sunday at 11 am and will feature a review of their 2018 highlights, election of a board president and secretary, and announcement of the Volunteer of the Year. Staff is already busy planning the Summer Reading Adventure that kicks off on June 8. The March – May events calendars are at the printers and are expected in time for distribution before March 1.

#### NICOLET FEDERATED LIBRARY SYSTEM

Approve 2018 Collection Development Grant Evaluation Report Motion by Vander Leest, seconded by Meli, to approve the 2018 Collection Development Grant Evaluation Report. Motion carried.

**Approve 2019 Collection Development Grant Application**

Motion by Vander Leest, seconded by Pletcher, to approve the 2019 Collection Development Grant Application. Motion carried.

Presentation and Approval of 2018 Annual Report Motion by Vander Leest, seconded by Pletcher to approve 2018 Annual Report. Motion carried.

**APPROVE SUMMER HOURS – DENMARK BRANCH LIBRARY**

Motion by Vander Leest, seconded by Running, to approve the Denmark Branch summer hours and post at the school and in local newspapers as follows:

MON | WED 1 pm – 8 pm

TUES | THURS 10 am – 5 pm

Motion carried.

APPROVE REVISED BEHAVIOR POLICY This policy is not ready but will be presented at the March meeting. Motion by Vander Leest, seconded by Pletcher to hold until March meeting. Motion carried.

APPROVE REVISED JOB DESCRIPTIONS Motion by Vander Leest, seconded by Pletcher, to take all items (A-C) at one time. Motion carried.

- A. Research Librarian
- B. Local History Librarian
- C. Teen Services Librarian

Aubinger questioned why the lifting requirement is not the same across job descriptions (some are 20# max and others are 40# max) and wondered why there is a difference. It was also questioned why a person is responsible for locking up alone. Rogers replied that there are never less than two staff locking up at any location. Aubinger asked for a strikeout version indicating changes, or highlighting changes or noting what is changing. Rogers agreed to provide one redlined copy and highlight one with new (specifically new) things.

Motion by Vander Leest, seconded by Running, to hold vote on job descriptions until March meeting. Motion carried.

Van Dyck proposed modifying the agenda by moving items 13 and 14 to follow 9. Motion by Vander Leest, seconded by Pletcher, to modify the agenda. Motion carried.

PRESIDENT'S REPORT Van Dyck asked, for presentation at the March meeting, information on where Central systems could reside. Sugden, Van Dyck, County Executive Streckenbach, Doug Marsh from County Facilities and Beth Lemke met and had a good conversation about a library/museum co-location. There are some options for additions and re-design but how it all lays out is difficult. Sugden and Lemke will meet to discuss how the space could work. Hiring an architect so actual costs can be determined is needed. The results of a past co-location study was from a different perspective and things have changed. Meli feels there is a bigger purpose for the Central Library. Feasibility needs to be determined. It was noted that operations do not necessarily belong in a downtown location.

Rodriguez asked Sugden her thoughts on the topic. She believes there is some natural alignment and is excited to talk with Lemke about what a col-location could look like but some concerns include the site and parking, accessibility, governance.

Van Dyck commented that the first hurdle is the cost. The library has programmatic needs and a space needs study is necessary. Meli is curious about management. It would be best to get this done soon so it does not delay other projects. Architect needs to programmatic needs whether the library stays, moves, or co-locates.

Van Dyck stressed that the need for a required square footage and recognizes that the number will likely be higher than what some people believe what it will be. This topic must move forward as the County Executive is working within a specific timeframe.

LIBRARY DIRECTOR'S REPORT There were no questions related to Sugden's written report that was included in the meeting packet. Other items of interest include a review of the volunteer program. It was noted that volunteers do go through a background check. Friends' volunteers are separate from the library's volunteers. Rodriguez is interested in attending meetings about Central Library. Motion by Vander Leest, seconded by Pletcher, to receive and place on file. Motion carried.

OPEN SESSION Pursuant to Wis. Stats. Sec. 19.85(1), regarding going into closed session for the following three purposes: A) pursuant to Wis. Stat. § 19.85(1)(e), for the purpose of deliberating or negotiating the purchasing of public properties, the investing

of public funds, or conducting other specified business, whenever competitive or bargaining reasons require a closed session - East and/or Ashwaubenon Branches. Administrative staff and Supervisor Tran was invited to stay. Motion by Running, seconded by Pletcher, to move into closed session at 7:23 p.m. Roll Call Vote: Aye: Rodriguez, Meli, Vander Leest, Pletcher, Aubinger, Terrien, Running, and Van Dyck. Nay: None. Motion carried.

CLOSED SESSION pursuant to Wis. Stats. Sec. 19.85(1), regarding going into closed session for the following three purposes: A) pursuant to Wis. Stat. § 19.85(1)(e), for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified business, whenever competitive or bargaining reasons require a closed session - East and/or Ashwaubenon Branches.

RECONVENE IN OPEN SESSION Approve any action that may have been recommended in Closed Session. Motion by Running, seconded by Pletcher, to return to open session at 7:50 pm. Roll Call Vote: Aye: Rodriguez, Meli, Vander Leest, Pletcher, Aubinger, Terrien, Running, and Van Dyck. Nay: None. Motion carried.

No action taken.

OTHER BUSINESS Kathy Pletcher distributed packets she shared with members of the Joint Finance Committee at Library Legislative Day in Madison. She and others were advocating for additional library funding in the Governor's biennial budget. The statewide system redesign (consolidation for systems and services) is a complicated political process. An additional \$1.5M was included in current budget. The handout demonstrates how the money was used to stimulate lifelong learning: online classes offered free to residents; developing Wisconsin's workforce; and improving access to information through science, technology, engineering and math (STEM) programming. Continuing support of Badgerlink and Recollection WI (new) - preserving materials through digitization, are also priorities of the WI Library Association. A Wisconsin library fact sheet illustrates the impact of public, college, university, school and special libraries. As an example, there were 51 million physical items checked out (an average of one million per week); and 12.5 million uses of public internet computers and wireless internet uses statewide.

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

ADJOURNMENT Motion by Vander Leest, seconded by Pletcher, to adjourn the meeting. Motion carried unanimously.

Meeting adjourned at 8:10 pm.

NEXT REGULAR MEETING:

March 21, 2019

5:15 p.m.

Central Library

Respectfully submitted,

Sue Lagerman  
Recording Secretary